

# Texas Commission on Environmental Quality

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**State Title:** Budget Analyst I

**Functional Title:**

**Job Posting:** 12214

Monthly Salary: \$2970.91  
Post Date: 8/20/2012  
Close Date: 9/04/2012  
Section/Division: Region 4 – DFW Section / North Central & West Texas Area Division  
Work Location: 2309 Gravel Dr, Fort Worth, TX 76118-6951  
Openings: One (1)  
Position Number: 3429

## **Job Description:**

Prepares, monitors, and reviews budgets for the Dallas Fort Worth Regional Office of the Texas Commission on Environmental Quality (TCEQ). Assists with the development of budget estimates and the operating budget for the region; tracks the regional budget, maintains budget spreadsheets, and enters all transactions; tracks balances and annual encumbrances; reconciles region data with the Uniform Statewide Accounting System (USAS) and monitors for increase/decreases; conducts periodic lapse analysis, monthly reconciliations, and midyear/end of year reviews; generates outstanding encumbrance, interest, and ad hoc reports; makes expenditure corrections, and prepares expenditure transfer vouchers (ETVs) and procurement form change requests (PFCRs); and coordinates work with Office of Compliance and Enforcement (OCE) and Budget and Planning Staff. Reviews purchase requests, determining correct methods of purchase; obtaining pricing and vendor information; preparing specifications and developing/reviewing bids; determining correct object and program cost account (PCA) codes; entering spreadsheet information via the Budget, Accounting, and Monitoring System (BAMS); preparing procurement forms (PFs) and/or making Procard purchases; and coordinating work with Area, OCE, and Procurement staff. Collects and analyzes data; assists in preparing budget reports to monitor region expenditures and to plan/forecast needs; and assists with related special projects. Tracks regional travel expenses; maintains the regional travel authorization database; prepares and submits travel authorizations; determines estimated costs (i.e. airfare, rental car, etc.); codes vouchers, obtains proper signatures, and submits to Financial Administration.

## **Minimum Qualifications:**

**COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION**

Graduation from an accredited four-year college or university with a major course work in business, public administration, or a related field.

OR One year of full-time experience in auditing, accounting, budget preparation and analysis, or financial management; or other responsible analytical or professional work that provided a knowledge of programs, budget procedures, budget execution, budgetary and financial relationships with workloads of organizational elements, organizational structure, and work processes of the organization.

OR Three years of full-time administrative capacity\* experience that provided a knowledge of budgeting procedures. OR

Registration as a Certified Public Accountant or a master's degree from an accredited college or university in public affairs, business administration, public administration, or a related field.

\* Administrative capacity is work where primary duties consist of performing administrative tasks of an office, excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

## **Preferred Requirements:**

Experience monitoring a state agency budget.

Experience interpreting and applying state purchasing policies and regulations.

Experience making purchases for a business.

## **Special Requirements:**

Moving up to 25 pounds of paper and files.

Traveling up to 5% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

**Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment.

Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ.

TCEQ will conduct a criminal history records search on candidates selected for posted vacancies.

Only applicants who are interviewed will receive written non-selection notification.

*Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Development (HRSD) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSD for assistance.*

Texas Commission on Environmental Quality is an Equal Opportunity Employer